

2022 RUSSIA BENEFITS SUMMARY

*Employees are eligible for most benefits programs after probation period.
All the benefits are described in detail and regulated by respective policy*

Vacation: Employees are entitled to 28 calendar days of vacation. Employees are entitled to a day off if a public holiday falls on a Saturday or a Sunday. There are 14 public holidays.

Benefits program: There is a benefits program by which you can choose few options within the limit depending on the salary and number of years of service:

- **Supplementary Medical Insurance** as an obligatory part within the benefits program: Supplementary medical insurance is provided to the employee and close family according to the corporate insurance plan chosen within the benefits limit calculated.
- **Other benefits:** The rest up to 50% of the limit left after the supplementary insurance can be reimbursed for healthcare treatments, fitness, gym, swimming pool subscriptions, trainings and learning courses.
- **Life insurance:** Employees are eligible for reimbursement of life insurance expenses within the total limit benefits program limit. Employees decide on the life insurance need and conditions on their own.

Corporate bonus: Employees (non-sales) are eligible to the corporate bonus program. The target payout is a % of the base salary and linked to the pay grade.

Parking: Company reimburses up to 3 days per month of parking near to the office building.

Corporate meals: Company provides corporate meals that employee can order via provider platform within the limit of 350 Rubles per day. Employees who stay late in office can order dinner within the limit of 500 Rubles per day via provider platform.

Home working: Employees whose position allows it, have on a voluntary basis the possibility to homework. Homeworking can be scheduled in consultation with the manager.

Global Incentive Programs (corporate policies):

- **Bravo, Department and Group Award**
- **Science & Technology publications program**
- **Patent recognition program**
- **Corporate Incentive Plan:** Non-Sales employees are eligible to the corporate bonus program. The target payout is a percentage of the base salary and linked to the pay grade.
- **Sales Incentive Plan:** Employees in sales with commercial targets are eligible to commission. The target payout is a % of the total target compensation.

Restricted Stock Units (RSU's): A stock grant is a promise to award actual stock at some point in the future, subject to certain requirements (time restrictions). There is no purchase involved. Only exempt salaried employees are eligible (salary grade 12 and above).

EMEA policies:

- **Employee Referral Program Bonus:** The program pays a bonus to employees who make a referral to a suitable candidate that leads to a successful hire.

Accident Insurance: In case of an accident occurring during a business trip (100% paid by the employer):

- Lump sum of 3 x salary payable in the event of accidental death (limit 1,000,000\$)
- Lump sum between 25% & 100% of the compensation paid out in case of accidental death in the event of disability (% depends on type of disability)
- Emergency medical benefits / services